

**N.H. EMERGENCY MEDICAL & TRAUMA SERVICES
COORDINATING BOARD**

**Richard M. Flynn Fire Academy
222 Sheep Davis Road
Concord, NH 03301**

March 20, 2003

Members Present: Steve Achilles, Tom Blanchette, Dave Duquette, Stephen Grise, Fred Heinrich, Janet Houston, Karen Lord, Director Richard Mason, Doug McVicar, Shawn Mitchell, Jackie Normile, Clay Odell (Chair), Susan Reeves, Joe Sabato (Vice Chair), Norm Yanofsky

Members Absent: Eileen Bartlett, Paul Gamache, Julie Lastowka, Joe Mastromarino, Sue Prentiss, Dianne Roberts, John Sutton, Clare Wilmot

Guests: Steve Erickson, Gary Zirpolo, Donna York Clark, Kathy Crawford, Linda Fischer

Bureau Staff: Liza Burrill, Education Coordinator; Kathy Doolan, Field Services Coordinator; Will Owen, ALS Coordinator; Fred von Recklinghausen, Research Coordinator.

I. CALL TO ORDER

Item 1. The meeting of the Emergency Medical & Trauma Services Coordinating Board was called to order by Clay Odell at 1:45 PM at the Richard M. Flynn Fire Academy in Concord, NH.

Mention was made by K. Doolan that the 3 inch reference notebooks were made available to each Board member and will be stored at the Fire Academy and available at each meeting. The folders contain pertinent meeting information that could be taken by each member and that the folders would be recycled and refilled for each meeting. She asked that the members please leave the folders at the end of the meeting and they would be collected.

II. ACCEPTANCE OF MINUTES

Item 1. **January 16, 2003 Minutes:** Motion was made by S. Achilles and seconded by S. Reeves to accept the minutes were with corrections in spelling and title of Senator Clegg on page two of the minutes.

III. DISCUSSION ITEMS

Item 1. **Enhanced E-911 System Update** – S. L’Heurux was not present to give an update.

Item 2. **Medical Control Board Report** – N. Yanofsky updated the group on the morning MCB meeting. A section of the meeting was dedicated to the issue of division of labor between the Medical Control Board (MCB) and the Coordinating Board and what is appropriate to be handled by each. A proposal was made to switch the times of the two Board meetings and have the MCB in the afternoon, after the Coordinating Board. The majority rejected this proposal and the schedule will stay as previously planned.

Item 3. **Bureau of EMS Report** – K. Doolan reported that the Bureau Chief was out of state, presenting at the JEMS Conference and that a written report was in their folders. A summary of the report was given.

- 1) Clay Odell was welcomed to the Bureau Staff as the Trauma Coordinator. With the Trauma Coordinator position filled, the Bureau and Division staff are at full capacity.
- 2) It was reported that the AED Grant specifications were sent back out to bid and that they will be held up because of this process. The vendor receiving the bid will be asked if the bid price can be held for other New Hampshire EMS Units to purchase machines until a set deadline – the decision will be up to the vendor.
- 3) HIPAA compliance materials are available for EMS Units on the website entitled <www.nhvship.org>.
- 4) Emergency Medical Dispatch licensing rules are being worked on by the Bureau.
- 5) The Rural Health Needs Assessment had a 70% return rate and the Bureau will gain valuable information from the feedback.
- 6) Trauma and EMS Information Systems Project meeting was held March 4th and 5th and will be a two-year project with workgroup assignments. (F. von Recklinghausen to give presentation)

Also – EMS Week packets have arrived and will be mailed to each EMS Unit and EMS Hospital Coordinator. If Board members would like a copy, extras are in the Bureau Office.

Michelle Baker, Program Specialist with the Research Section, gave a presentation summarizing the Rural Health Needs Assessment. The high return rate was commended and the specifics that came from the survey were impressive to the Board members present.

Sue Reeves proposed that the Coordinating Board write a letter to the Commissioner of Safety commending the Bureau on the positive responses to the customer satisfaction questions. The membership agreed and a letter will be written (copy attached).

Research Coordinator, Fred von Recklinghausen, gave a presentation on the TEMSIS project and the March meeting. Fred stated that a great deal of information was presented by NHTSA and NEDARC representatives. Group consensus is that TEMSIS should be user friendly to personnel in the field. Workgroups are being organized to take on pieces of this project for the next two-year process.

Dr. Yanofsky mentioned the pending legislation (HB 280) regarding the poison control center in the state. An explanation of the past costs absorbed by DHMC was given and the funding proposal for the future of a center was explained.

Discussion about the following legislation:

House Bill 266 – enables towns with regards to bike helmet head protection.

House Bill 402 - concerns child passive restraint systems – “Booster Bill” which will require booster seat type restraints on a child up to age 6.

House Bill 128 – a proposal to transfer the Bureau of Vital Statistics to the Department of State – the concern is that it is not the best location for this critical information.

Item 4. Strategic Plan Evaluation – deferred to next meeting.

Item 5. Discussion of Board Process - Chair. C. Odell distributed a comparison of the Boards’ roles and responsibilities and a list of their current projects. It was explained that after the last meeting, the three Boards’ Chairmen discussed the future structure. After much discussion amongst the membership present, the group agreed that there are projects that should be reassigned to the appropriate Board. The roles of each Board were considered and project priorities were agreed upon. The membership agreed that the Coordinating Board should be actively moving items ahead – make goals in order to improve the EMS System and pursue the end result. The membership agreed that “Goals” would be a permanent item on the agenda at future meetings.

Projects moving from the MCB to the Coordinating Board will have committees created to oversee the process. Representatives from both groups will be assigned in order that MCB members that have worked on the project can explain to Coord. Brd. members the current and future direction of the project. Specific members agreed to be on these committees as follows – reports will be offered at the May meeting on the progress of these transfers.

Project / Coordinating Board (CB) Member / Medical Coord. Brd. (MCB)/ Staff

Provider Hazards / S. Achilles, L. Fischer / D. McVicar, F. Hubble / C. Odell

EMT-I Survey / S. Reeves / N. Yanofsky, J. Martin, J. Johnson / W. Owen

Con-Ed structure / S. Grise / J. Sabato / K. Louis and F. von Recklinghausen

Alternatives to practical exam / T. Blanchette / ??????? / L. Burrill

Item 6. Nominating Committee – Clay Odell explained that with his new role as EMS Trauma Coordinator, he would have to step down as Chair of the Coordinating Board. After discussion regarding process, Dr. Sabato was asked to take on the role of Acting Chairman until a nominating committee could be organized and work to have nominees for the May meeting. Fred Heinrich, Tom Blanchette and Karen Lord agreed to sit on this committee and report back at the next meeting.

IV. ADJOURNMENT

Motion was made by Fred Heinrich and seconded by Susan Reeves to adjourn. Unanimous agreement adjourned at 4:32 PM .

V. NEXT MEETING – “ON THE ROAD”

May 15, 2003 at Centera Park - Evergreen One, Lebanon, NH.

Respectfully Submitted,

Suzanne M. Prentiss, Bureau Chief, EMS

(Prepared by Kathy Doolan, Field Services Coordinator)